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Standards for Associate Degree Occupational Therapy Assistant Program.
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Standards for the 2-year program are organized under the following headings: (1) Need, (2) Administration, (3) Resources, (4) Faculty, (5) Facilities and Equipment, (6) Planning, Implementing, and Consulting Bodies, (7) Admission to Program, (8) Curriculum, (9) Approval Procedure, (10) Continuing Approval, (11) Appeals Procedure, and (12) Permanent Records. A fee schedule for American Occupational Therapy Association approval and consultation services and various report forms are included. Information regarding the functions of occupational therapy assistants and a guide for the supervision of assistants are appended. (JK)

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AMERICAN OCCUPATIONAL THERAPY ASSOCIATION
251 Park Avenue South, New York, N.Y. 10010

THE OCCUPATIONAL THERAPY ASSISTANT

INTRODUCTION

The field of medicine is dedicated to the treatment and cure of emotionally and physically ill individuals. Occupational therapy is one of the disciplines making a significant contribution toward returning these persons to society or to their maximum level of function. Occupational therapy is unique to the extent that in its application, it involves the patient as an active participant in the use and development of basic manual and social skills related to his immediate living experience and ultimate life goals. Through patient performance and/or response, the occupational therapist is able to evaluate work habits, endurance, motivation, abilities and underlying cultural and psychological factors which influence patient goals, potential and achievement.

A major problem confronting occupational therapy as it does all health professions today, is the serious shortage of qualified personnel. Because of the urgency of the problem, the American Occupational Therapy Association, in 1958, authorized the training of selected individuals to assist professional occupational therapists. Since that date 30 programs have been established.

At the beginning of 1968 there were over 1000 certified occupational therapy assistants. It is estimated that there will be 250 graduates in 1968. Graduates of approved programs may apply for the Certified Occupational Therapy Assistant membership in the American Occupational Therapy Association.

A recommended program outline has been developed to provide the framework on which to build a detailed program for the preparation of the occupational therapy assistant. Emphasis is placed on the treatment of patients with physical and psycho-social dysfunction. Provision is made for the inclusion of material related to the treatment of children, the aged and the retarded. This outline is included in the associate degree standards enclosed.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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AMERICAN OCCUPATIONAL THERAPY ASSOCIATION
251 Park Avenue South, New York, N.Y. 10010

STANDARDS

for

ASSOCIATE DEGREE OCCUPATIONAL THERAPY ASSISTANT PROGRAM

The American Occupational Therapy Association (hereinafter referred to as AOTA) established standards in 1958 for the preparation and recognition of occupational therapy assistants. Programs meeting these standards must be formally approved by the AOTA to enable their graduates to be certified as occupational therapy assistants. Such assistants are prepared to work with the professional level registered occupational therapist.

The goal of the occupational therapy assistant program is compatible with community/junior college objectives to prepare students for a career. College programs can include courses which are transferable to the senior college level, thus providing a professional educational ladder.

The occupational therapy assistant program should be located in a community with the variety of medical facilities and occupational therapy departments necessary for clinical teaching, supplementary lecturers and practical experience.

I. NEED

There must be an established need and potential employment opportunity for the occupational therapy assistant in the geographic area served by the college. Such a need may be ascertained by a survey of hospitals or agencies in the area.

II. ADMINISTRATION

In order to be eligible for approval by AOTA, associate degree programs for occupational therapy assistants must be located in community/junior colleges accredited by the educational regional accreditation associations, and affiliated with acceptable hospitals and/or patient care facilities.

III. RESOURCES

The program shall have assurance of adequate financial support for effective implementation. Students' tuition fees should not be expected to meet total budgetary needs.

The budget should provide for: faculty salaries; consultants' fees; secretarial services; honoraria; teaching aids and reference materials; supplies and equipment; travel; and expenses associated with AOTA approval of the program.

IV. FACULTY

A minimum of two full time registered occupational therapists is required to staff

The community/junior college program. The more highly qualified of these two should have ultimate responsibility for the program, and the duties of each should be clearly designated. Each should have not less than three years experience in occupational therapy and an interest in education.

The program can be enriched by utilizing additional registered occupational therapists to assist with instruction.

Supervisors of occupational therapy departments in affiliating patient care facilities are considered extramural faculty members and shall be registered occupational therapists.

Physicians and representatives from other appropriate disciplines who conduct lectures, discussion groups, clinics, and/or demonstrations shall be qualified in their respective professions.

V. FACILITIES AND EQUIPMENT

Adequate facilities and equipment for efficient teaching should be provided.

A. Adequate facilities include office space for the director and staff and space suitably arranged for lecture and laboratory, with good lighting, sinks, electrical outlets, telephones, and the like.

   The library shall contain books, pamphlets, and periodicals to supplement classroom teaching, with provision for annual acquisitions and subscriptions.

B. Adequate equipment includes audio-visual aides, tools and supplies in sufficient quantity to insure a good learning situation.

VI. PLANNING, IMPLEMENTING AND CONSULTING BODIES

A. <u>Local Committees</u>

   Experience has shown that the strength and effective operation of any program are dependent upon the professional and community resources brought to bear during planning, implementation and continued operation of the program. Areas of concern include planning, implementation and consultation of professional, educational, financial, and public relations matters.

   The establishment of one or more committees, such as a general broadly based advisory committee and subcommittees with specific functions as appropriate within the structure of the college is strongly recommended. Committee tasks may include initial planning of the program, establishment of criteria for admission to the program, professional advice, and maintenance of standards. Membership of these committees should include occupational therapists, physicians, members of allied disciplines, and community leaders.

Terms of service of committee members should be of sufficient length to provide continuity. The director of the program shall be an exofficio member of these committees and may serve as chairman of ad hoc and subcommittees.

B. Liaison with AOTA

The AOTA's Committee on Basic Technical Education serves as a reviewing and consulting body, working in liaison with the local planners and the Education Division of AOTA.

Communication with AOTA should be maintained. AOTA may be requested to provide on-site consultation. The requesting organization is expected to bear the expense of this service.

VII. ADMISSION TO PROGRAM

A. Acceptance of students

1. Applicants must meet the college admission requirements.

2. Selection for the occupational therapy assistant program should be based on pre-defined criteria determined by a committee (see VI A) made up of representatives of the college and occupational therapists, including the director of the program. Consideration should be given to:

   a. Personal history and motivation
      (an autobiography has been found helpful)

   b. Scholastic profile

   c. Assessment of physical and emotional health

3. Selection procedures should include a personal interview by the program director or his designate.

4. Final acceptance of the student to this program shall be the responsibility of the director of the program.

B. Students

1. The number of students accepted in the program shall be determined by the program director and other appropriate college representatives. Among factors to be considered are the number of personnel available for the program and the capacity of the cooperating patient care facilities.

2. The director and other appropriate college staff shall reserve the right to drop a student from the program at any time for any cause deemed sufficient.

STANDARDS FOR ASSOCIATE DEGREE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM

VIII. CURRICULUM

A. Associate degree requirements are determined by the college.

B. Specific occupational therapy subject matter requirements are listed in paragraph VIII E. This subject matter content has been summarized below to facilitate the development of discrete courses. Because of differences in course offerings it may sometimes be advisable to include portions of the subject matter described in B1 through B4 in the laboratory course designated as Fundamentals of O.T. I and II.

1. Body Structure and Function

   To provide the student with an understanding of body structure and body systems with emphasis on skeletal, muscular, nervous and circulatory systems.

2. Growth and Development

   To provide the student with an understanding of the continuum of growth and development emphasizing childhood and adolescence and including the adult years and the aging process.

3. Personality Development

   To provide the student with an understanding of personality development, including normal defense mechanisms.

4. Interpersonal Relationships

   To provide the student with a knowledge and understanding of self, one to one interaction, the group process and group techniques.

5. Fundamentals of Occupational Therapy

   a. To provide the student with appropriate knowledge and understanding of clinical conditions and occupational therapy theory.

   b. To enable the student to acquire proficiency in appropriate therapeutic activities.

   c. To provide the student with supervised practical experience, with patients/clients, in an occupational therapy setting.

C. Supervised Practical Experience

1. A minimum of two months time should be planned for supervised practical application, based on the work day of the affiliating institution. One month is to be in psychosocial and one month in the

physical dysfunction setting. If additional assignments are determined to be necessary, because of particular local needs, additional time may be added.

Supervised practical experience in this context means continuous participation in an occupational therapy program. While a portion of this requirement may be met through a laboratory course (Fundamentals of O.T.), it is expected that provision will be made for one full-time experience of no less than one month.

2. Patient care centers used shall have the setting, case load and program to provide a well defined, practical experience, and shall be carefully selected by the director of the program and/or an appropriate committee. The use of the institution by other disciplines for training is an indication of educational commitment. Any occupational therapy department utilized shall have a registered occupational therapist, qualified to supervise students.

3. Supervisors of students shall be familiar with the content of the didactic and skills phase of the program in order to facilitate correlation of all phases of the program.

4. Pertinent information concerning the student shall be made available to the supervisor of practical experience prior to his arrival.

5. Reports covering the student's performance, adjustment, and attendance shall be submitted to the program director upon completion of the practical experience.

6. The ratio of registered occupational therapists to occupational therapy assistant students shall be maintained at a level in keeping with good educational practice to insure an optimum learning experience for each student.

7. Whenever possible, student assistants should be provided the opportunity of an experience in a clinical setting where professional level occupational therapy students are affiliating.

D. Suggested Associate of Science Degree Program - Occupational Therapy Assistant. Courses such as those indicated allow for maximum transfer credit. Many students would not have this exact program. It is expected that counseling will be available so that the program can be tailored to individual needs and abilities, as far as degree requirements permit.

FIRST YEAR

1st Semester	2nd Semester
* English	* English
* Botany	* Zoology
* Sociology	* Psychology
* Basic Design	* General Shop
Fundamentals of O.T. I	Fundamentals of O.T. I

SECOND YEAR

1st Semester	2nd Semester
* Humanities	* Humanities
Body Structure & Function	Interpersonal Relationships
* Growth and Development	Fundamentals of O.T. 11
Fundamentals of O.T. 11	** Elective
** Elective	** Elective

Supervised Practical Experience

* Possible transfer credits for students who continue to professional education.

** Appropriate electives - courses recommended to enrich the background of the occupational therapy assistant: Recreation, Geramics, Typing, Anatomy, Physiology, Speech and Drama, Music, Philosophy, Literature.

The course series Fundamentals of O.T. 1 and 11 should include field trips, demonstrations, and other clinically oriented learning experiences, none of which is to be considered supervised practical experience.

E. Program outline of subject matter required.*

The specific occupational therapy subject matter listed below represents a minimum of 750 clock hours to be allocated as follows:

Academic Instruction	260 hours	
Skills Instruction	230 hours	(to be interpreted as
Practical Experience	250 hours -	(one month in each
Evaluation	10 hours	(setting - see E.5

The distribution of suggested hours which follow are an indication of their relative importance and need not be followed exactly. The sequence of topics may also be adjusted to meet the requirements of the setting and the teaching methods used.

1. ORIENTATION — 30 hours

a) Introduction to course

1) Purpose

2) General Information

3) How to Study

b) Mans Need to Work and Leisure

c) To Occupational Therapy

1) History and Philosophy

To include orientation to state, area, national and international professional organization

*February, 1967

2) Role and Function

To include ethics and why, where, by whom and under what auspices O.T. is administered. The contribution and training of volunteers should also be covered.

d) To Other Services in the Institution and Community

To include such areas as the institution as a social system, Administration, Food Service and Dietetics, Nursing, Physical Therapy, Chaplaincy, Psychology. Social Service, Vocational Counseling, and others as appropriate.

e) The law as it relates to the patient, institution and employee.

2. HEALTH CONCEPTS 110 hours

a) Medical Terminology

b) Normal Growth and Development

To include childhood, adolescence, adulthood and aging.

1) Physical

2) Personality Development - including normal defense mechanisms.

c) Normal Body Structure and Function

d) Information on and Management of Clinical Conditions commonly referred to occupational therapy.

1) Physical Disfunction

To include psychological aspects with coverage of General Medical and Surgical, Neurological, Orthopedic and others.

2) Psycho-social Disfunction

To include physical aspects with coverage of psychoses, neuroses character and personality disorders, developmental defects and others.

e) Emergency care and accident prevention

3. OCCUPATIONAL THERAPY THEORY AND ITS APPLICATION 120 hours

To emphasize psychosocial and physical disfunction at each stage of human development. How and what to observe and report should be included.

4. SKILLS

a) Developing skill in Interpersonal Relationships

To include knowledge and understanding of self, one to one interaction, the group process and group techniques.

b) Techniques of Teaching

c) Activities of Daily Living

To include self care, communications, positioning, transfer, homemaking, avocational pursuits and other pertinent activities.

d) Media

The number of hours devoted to a particular skill should be determined by the demands of the area culture and practice. Emphasis should be placed on the use and acquisition of equipment and materials as well as on preparation. Each skill should be developed to a point which permits follow through on the activity.

1) Woodworking

2) Applied Design and Creative Arts

3) Ceramics

4) Leatherwork

5) Jewelry and Metalwork

6) Sewing, Needlework, Weaving and minor skills

7) Socialization and Recreation

8) Surplus Materials

9) Optional

e) Utilization of Volunteers and Community Resources

5. SUPERVISED PRACTICAL EXPERIENCE 250 hours

Must include two tpyes of experience: one psychosocial and one physical dysfunction. If additional assignments are determined to be necessary, additional time within the overall limitation may be added.

6. EVALUATION AND COUNSELING 10 hours

To include individual and group counseling and a final assessment of each students knowledge and performance.

Note: Other topics of general or particular importance may be included within the academic time limitation such as First Aid and Remotivation; in addition to Liberal Arts courses required or suggested for the A.A. Degree.

IX. APPROVAL PROCEDURE

Request for approval must be submitted to AOTA as soon as practicable. (See III)

A. The application form for approval of the program is available upon request from the Education Division, American Occupational Therapy Association, 251 Park Avenue South, New York, N.Y. 10010.

When a request for approval is received, the director of the program will be sent the required number of forms to be completed. Each form must be accompanied by:

1. A current college bulletin.

2. A statement of the reasons for the establishment of the program.

3. A list of the members of the advisory committee, including titles.

4. Description of the selection criteria and procedure used, over and above admission to the college.

5. A syllabus of the training program that includes the title of each course, its objective(s), scope, and depth.

6. A brief description of each center to be used for practical experience.

7. A description of procedures to be used in evaluating the student in didactic, skills, and practical experience phases of the program.

8. Topical outlines of course content, including teaching techniques used and student reference materials.

An effective way of meeting the requirement of number eight above is to have each instructor and lecturer complete the "Course Information" form appended.

B. The survey team consists of two registered occupational therapists who have an understanding of both the educational and the clinical practice areas. The on-site survey must be made prior to the graduation of the first class during the sophomore year, no later than the end of February. It will require a <u>minimum</u> of two full days. Additional time may be needed if there are several practical experience centers to be visited. Such time may be required either by the AOTA or the college.

1. Preliminary arrangements will be made by the program director to insure that the survey team has adequate time for the following.

a. Conference in depth with the program director.
b. Conference with the advisory committee chairman or his representative(s).
c. Conferences with key instructors.
d. Private conferences with freshman and sophomore students (two groups).
e. Observation of teaching facilities and equipment, including those in associated hospitals and agencies.

f. Auditing class sessions when possible.
g. Review of required records and forms (see XI).
h. Visits to centers for practical experience where the following information shall be available.

1) Number and qualifications of personnel supervising students.

2) A brief description of the program including average number of patients per day.

C. Following the survey visit, the team submits a report to the AOTA Accreditation Committee for action. Copies of this committee's action with recommendations will be sent to the college. Considerable time may elapse between the survey visit and final action by the Accreditation Committee. If the program is approved by AOTA the graduates of the class surveyed (and those graduated during the period of approval) are then eligible to apply for certification as occupational therapy assistants.

D. The college will be billed by the AOTA for the survey visit (See "Fees for Training Program for Occupational Therapy Assistants").

X. CONTINUING APPROVAL

A. To maintain approval, a program director is required to submit an annual report to the AOTA within one month of the completion of the course of study. (See "Program Report Form").

B. An on-site survey is required four years after the initial visit and thereafter each five years. Additional surveys may be required in the event of major changes. Procedures to be followed are the same as those described for the initial survey. Implementation of previous recommendations, changes in program content and method of instruction, credentials of added personnel and graduates, and the interim reports will be considered.

XI. APPEALS PROCEDURE *

A program may appeal the decision to an appeals committee composed of the President of AOTA, Chairman of the Council on Standards, Chairman of the Committee on Basic Professional Education, Chairman of the Committee on Basic Technical Education and one other person from the assistant level of education. The Chairman of the Accreditation Committee and one member of the survey team will be present at the discussion but have no vote. In the event that a committee chairman is unable to serve a substitute should be appointed by the president.

Representatives of the program present their evidence to the appeals committee who may request the Accreditation Committee to reconsider their request or uphold their decision by a majority vote.

XII. PERMANENT RECORDS

Permanent records shall include:

A. Justification of need for establishment of program for occupational therapy assistants.

* May 1958 - Accreditation Committee

STANDARDS FOR ASSOCIATE DEGREE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM

B. Educational accreditations held by the institution.

C. Staff credentials.

A file shall be maintained on all full-time faculty of the program, supervisors of practical experience, and guest lecturers. Records on qualifications shall contain information on general and professional education, professional experience, and membership in professional organizations. If such information is not routinely compiled by the college, a suggested Faculty Qualification Form is appended and may be duplicated.

D. Student records.

A file shall be maintained on each student, including admission data, evaluations, attendance record and other pertinent material.

E. Minutes of meetings of advisory bodies.

Questions concerning the interpretation of any of the above may be addressed to the Education Division of the AOTA.

Exhibits:
A. Course Information
B. Fees for Training Program
C. Program Report Form
D. Faculty Qualification Form

Exhibit A.

(NAME OF PROGRAM)

COURSE INFORMATION

SUMMARY

1. Catlg. # & Course Title_____

2. Number of credits: semester___;trimester___ quarter___.

3. Clock hours per week: Lecture___; lab.____ field trips___; other (specify)_____

4. Year and term course given_____

I. INSTRUCTOR(S)_____

II. CATALOGUE DESCRIPTION OF COURSE _____

III. OBJECTIVES OF COURSE _____

IV. TEXTBOOKS (Source of material used by lecturer)

A. _____

B. _____

C. _____

V. LIST OF RECOMMENDED REGERENCES AND RESOURCES FOR STUDENTS

A. _____

B. _____

C. _____

D. _____

VI. TEACHING TECHNIQUES USED _____

VII. TOPICAL OUTLINE OF COURSE CONTENT (Please attach)

Exhibit B.

AMERICAN OCCUPATIONAL THERAPY ASSOCIATION
251 Park Avenue South, New York, N.Y. 10010

FEES FOR TRAINING PROGRAM

FOR

OCCUPATIONAL THERAPY ASSISTANTS

The following fees* have been established to keep institution expenses for approval and/or consultation services as reasonable as possible.

Application fee for approval of program.	$10.00
Survey fee (two-person team)	25.00
Application fee for re-approval of program	10.00
Re-approval survey fee (two-person team).per day, per person.	25.00
Consultation fee	To be determined by prevailing rate of institution visited.
Annual certified occupational therapy assistant membership dues (After graduation form approved program)	10.00

* These fees, payable to the American Occupational Therapy Association, may be subject to change.

10/64
Rev. 7/67

Exhibit C.

AMERICAN OCCUPATIONAL THERAPY ASSOCIATION
251 Park Avenue South, New York, N.Y. 10010

PROGRAM REPORT

OCCUPATIONAL THERAPY ASSISTANTS

I. Institution

Name and Address: _____

_____

II. Length of Program: (clock hours)

Didactic _____

Skills _____

Practical Experience _____

III. Statistics:

A. Current graduating class - Male _____ Female _____
Age range - From _____ to _____
Number enrolled as freshmen _____
Number at beginning of sophmore year _____

B. Number of current freshmen class _____

IV. Was the program the same as the one approved by AOTA? Yes ____ No ____

If it differed, please list the changes (faculty, course content, number of hours, etc.). Append to this report.

Please include a list of the names and mailing addresses of graduates and send complete report to AOTA within one month of graduation.

Signature of program director _____

Date _____

8/62
Rev. 2/64
Rev. 7/67

Exhibit D.

(NAME OF PROGRAM)

PROGRAM FOR OCCUPATIONAL THERAPY ASSISTANTS

Faculty Qualification Form

Dr.
Mr.
Name: Miss _____
Mrs.

College: _____

Professional Courses: _____

Other Education: _____

Other: (Related experience, publications, research) _____

_____

_____

_____

Professional Registration/License: _____

Professional Memberships: _____

Present Position: _____

_____

Date: _____ Signature: _____

AOTA Program for Occupational Therapy Assistants
10/61, Rev. 7/67

AMERICAN OCCUPATIONAL THERAPY ASSOCIATION

FUNCTION OF OCCUPATIONAL THERAPY ASSISTANTS

The preparation of the occupational therapy assistant equips him to fulfill the following functions and specifies the degree of supervision necessary by the graduate occupational therapist.

1. General Activity Programs:
   General activity programs are those designed to improve hospital milieu and increase patient morale. They are used to meet the normal needs of anyone for occupation and diversion. Activities include general recreation, such as movies, dances and parties and the non-specific use of music, library, arts and crafts, etc.

   It is advisable that the occupational therapy assistants have guidance and consultation from the graduate occupational therapist in this type of program.

2. Supportive or Maintenance Programs:
   Supportive or maintenance activity programs are those in which activities are performed by patients to maintain benefits of prior treatment, to encourage the highest level of function and rehabilitative goals.

   The occupational therapy assistant functions with guidance and consultation from the graduate occupational therapist in this type of program. He exercises a high degree of initiative, responsibility and independent action in planning and carrying out programs for patients referred for this level of activity.

3. Specific Treatment Programs:
   Specific treatment in occupational therapy for patients in the acute state of illness or disability means the use of activities to correct or improve specific pathology and involves controlled interaction with the patient for therapeutic results. The person administering treatment must have sufficient professional training to enable him to evaluate the patient's condition, plan and administer an appropriate program of treatment and report significant response and behavior to the referring physician.

   Specific treatment in occupational therapy should be administered only by a graduate occupational therapist.

The occupational therapy assistant functions only as an assistant to and under the direct supervision of a graduate occupational therapist in the treatment of patients referred for specific treatment.

If there is temporarily no graduate occupational therapist available, the occupational therapy assistant should use activities as indicated in the supportive or general type of program. The training of the occupational therapy assistant is not adequate in terms of medical background and knowledge to enable him to treat patients in the active or acute stage of illness or disability.

Revised April, 1964

AMERICAN OCCUPATIONAL THERAPY ASSOCIATION
251 Park Avenue South, New York, N.Y. 10010

GUIDE FOR SUPERVISION OF CERTIFIED OCCUPATIONAL THERAPY ASSISTANTS

Supervision is a process in which two or more people participate in a joint effort to establish, maintain and/or elevate a level of performance. One of the participants, the supervisor, possesses skill, experience and/or education in excess of those possessed by the other participant(s), the supervisee(s).

To maintain high standards of practice based on occupational therapy principles, supervision is essential. It should be provided in varying patterns as determined by the demands of the area of patient service and the competency of the individual concerned.

Occupational therapy services are provided by:

Occupational Therapists or	-	Professionally educated, qualified by registration and indicated by the initials, O.T.R. (Registered Occupational Therapist).
Occupational Therapy Assistants or	-	Technically educated in an approved program, qualified by certification and indicated by the initials C.O.T.A. (Certified Occupational Therapy Assistant).
Occupational Therapy Aides	-	Trained through apprenticeship or in-service assignments.

Provision for supervision is made at all levels of the profession. It is structured according to the specifications of the individual's position, level of preparation, depth of experience and the milieu within which he functions. The supervisor is responsible for the standard of work performed by the supervisee. Structures of supervision for the C.O.T.A. follow.

The C.O.T.A. is supervised by:

1. An O.T.R. - This is the preferred situation.
2. An experienced C.O.T.A. - With supervision and consultation from an O.T.R.
3. By someone designated by the supervising O.T.R. The supervising O.T.R. will maintain a continuing relationship with both the C.O.T.A. and the designated supervisor. (This is acceptable only in special situations where appropriate and when necessary).

In the practice of occupational therapy, the comparative desirability of the above structures of supervision may differ. The pattern used should be the one most suitable to the situation.

September 1967